



Guidelines

Hiring Policies & Procedures

Jean-Marc Felix
FELIX OILFIELD & MINING SERVICES INC

Driver Guidelines

- Class 1(with air endorsement)-Drivers with Body Job &Tri-Axle Trailer fluid hauling experience
(Minimum three (3) years experience)
- Class 1(with air endorsement)-Drivers with Tri-axle low bed and end dump hauling experience
(minimum three (3) years experience)
- Class 3 (with air endorsement)-Drivers and Pressure Truck Operators with oilfield experience for our Combo Vac division
(minimum three (3) years experience)
- Class 1 & 3(with air endorsement)-Operators with minimum five (5) years experience needed for operating our excavators (See below for more details- labeled Excavator Pre-Requisites)

All candidates must:

- Hold A valid Class 1 or 3 Licence (With Air Endorsement)
- Have a valid H2S alive & PST certification from a recognize service provider (see below)
- Hold an emergency First Aid or better with an Out of Province endorsement from a recognize service provider (see below)
- Must consent to **pre-screening fit and A&D testing** (See Pg. 4-7 to review **Drug & Alcohol policy**)
- Be knowledgeable about the hours of service (BC & AB)
- **Valid Common Safety Orientation (CSO)**; or OSSA BSO, or a combination of CSTS-09 and **OSSA Regional certificates**

Excavator Pre-Requisites:

- Minimum of five (5) years' experience operating an excavator.
- Minimum of five (5) years' experience operating heavy equipment (loader, bulldozer)
- Previous experience in landfill/recycling operations is an asset.
- Solid Waste Association of North America (SWANA) **Certified in Landfill Operation Basics is considered an asset.**
- Eligible to work on all client sites as required by the position (review orientations)
- Strong attention to detail, mechanical aptitude, and "safety-first" attitude

Guidelines for recruiters:

- All candidates must submit (at the time of application) **a 5-year driver abstract** (commercial abstract for Class 1 and 3 applicants) **that is not more than 30 days old.**
- Please ensure that the candidate holds a valid First aid, H2S and PST certification from a **valid company(No Exceptions)**
 - Authorized instructors and companies can be found at
 - 1.<https://www.energysafetycanada.com>
 - 2.<https://www.alberta.ca/assets/documents>
- Please ensure that the candidate holds a **valid Common Safety Orientation (CSO)**; or OSSA BSO, or a combination of CSTS-09 and OSSA Regional certificates from a **valid company**
- If candidate is a **contractor** with his/her own company; Please refer to Sub-contractor guidelines (**Labeled Contractor Guidelines**)
- **Owner operators** will be required to provide proof of insurance, WCB coverage and Incorporation papers. (See guideline labeled Contractor Guidelines)
- H2S service providers for Canada can be found at https://my.energysafetycanada.com/iMIS/Providers/List/List_of_Providers_H2S.aspx
- First Aid service providers for Canada can be found at <https://www.alberta.ca/assets/documents/ohs-approved-first-aid-training-courses.pdf>
- **Grande Prairie: If candidate requires certification or recertification; please contact Penny CURRIE at Learn-Rite to book any courses required**
 - Schedule can be found at learnrite.ca
- **All other locations within Alberta: If candidate requires certification or recertification; please contact an approved service provider (No Exceptions) for courses**
 - **Approved vendors can be found listed on the websites above**

Contractor Guidelines:

- Follow Hours of Service regulations (E-Logs)
- Handle freight documents/manifests
- Promptly deliver customer freight and update dispatch on ETA's
Our General Requirements/Qualifications:
- Hold a valid Class 1 or 3 license (With Air Endorsement)
- Must provide a **5-year Commercial Drivers abstract; no restrictions**
- Truck must be a highway unit and no older than 2004
- Owner Operator must be Incorporated
- Must have own **WCB Coverage**

Insurance Requirements:

General Liability Insurance, Commercial General Liability including but not limited to Coverage insuring all subcontractors for:

- Bodily Injury and Property Damage;
- Personal injury and Advertising Injury;
- Broad Form Property Damage (including Completed Operations)
- “Claims Made” and “Modified Occurrence” policy forms are not acceptable.
- Any self-insured retention or deductible greater than \$5,000 must be declared to contractor at time of

Limits of Liability shall not be less than:

- \$5,000,000 each occurrence Bodily Injury and Property Damage combined;
- \$5,000,000 for Personal Injury Liability;
- \$5,000,000 Products & Completed Operations aggregate;
- \$5,000,000 general aggregate;
- If either defense costs are included in the General Liability Aggregate limit or if the General Aggregate limit does not apply separately to a project, then the required *General Liability Aggregate* limit shall be \$8,000,000. This additional limit can be provided by an excess/umbrella policy.

Automobile Liability Insurance including:

- Coverage on all owned, non-owned and hired automobiles (Including Non-Owned Trailers)
- Limit of liability shall not be less than \$2,000,000 Combined Single Limit for bodily injury and property Damage

Additional Insured Requirement

- Under the Commercial General Liability policy, Contractor must add **FELIX OILFIELD & MINING SERVICES INC P.O Box 135 Grd. Prairie Main, Grande Prairie Alberta T8V 3A1** as an additional insured.
- Certificates of Insurance shall provide that there will be no cancellation without thirty (30) days prior written notice to Contractor.

Refer to Page 44-46 of FELIX OILFIELD & MINING SERVICES INC's SAFETY MANUAL

DRUG AND ALCOHOL POLICY

Purpose

The Company recognizes all employees, contractors and subcontractors deserve a work environment that is free from the effects of drugs and alcohol and the problems associated with their use. The purpose of this policy is to provide a framework on which to promote a safe and healthy workplace and to minimize the risk of damage to property, the environment and to the general public. To address these concerns, the Company(s) may make necessary changes or reassignments for employees found under the influence of alcohol or drugs at the workplace. Also to outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the work place.

Scope

This policy applies to any company worker, subcontractor, or any other person or entity that performs work or services to the Company. All of the above are required to inform their workers of this policy.

1. Use of alcohol or drugs can have an adverse effect upon the workplace, the integrity of our work, and the safety of all persons on company property and the general public.
2. All individuals working for the Company are expected to report fit for work and stay fit for scheduled work and be able to perform assigned tasks safely without limitations due to the effects of alcohol, illicit drugs; prescription and non-prescribed drugs, or any other substance.
3. The company strictly prohibits the use, unlawful manufacture, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on company property.
4. A worker shall:
 - a. not use, possess or offer for sale alcohol and drugs or any product or device that may be used to attempt to tamper with a sample for a drug and alcohol test while on company property or at a company workplace.
 - b. comply with or a request made by a representative of the company to submit to an alcohol and drug test.
 - c. provide a sample for an alcohol and drug test.
 - d. not tamper with a sample for an alcohol and drug test.
 - e. not sell any prescription medication on company or client property.
 - f. advise their supervisors of the medications prescribed to them by a medical professional and what specific side effects, if any, these medications could have on their ability to perform their duties. If an individual is placed on modified duties as a result of the medication etc., they will supply a physician clearance letter before being permitted to return to their regular duty.
5. The sales and/or consumption of alcohol on company property are strictly prohibited unless at authorized staff or social functions approved by management. Company paid alternative transportation will be available to those attending such functions.

Employees, contractors, subcontractors and consultants are expected to recognize that problems related to alcohol and drug use or dependency is not an excuse for poor or unsafe performance.

The Company also recognizes that dependency to drugs or alcohol can be successfully treated, and expects employees, contractors, subcontractors and consultants with drug or alcohol dependencies to promptly seek treatment for their dependency. Full participation in an appropriate treatment program is expected and employees, contractors and consultants will be reasonably accommodated by being provided modified duties if required, assigned to alternate duties where possible, or placed on appropriate leave. Rehabilitation costs are not covered by the Company. Participation in a rehabilitation program does not remove the requirement to regain satisfactory performance.

On-Duty Use:

No employees, contractors, subcontractors or consultants shall use alcohol while performing safety sensitive functions. No supervisor/manager having actual knowledge that an employee, contractor, subcontractor or consultant has a confirmed breath analysis concentration of 0.02%BAC or greater shall permit that individual to perform safety sensitive functions.

Pre-Duty Use:

No employees, contractors, subcontractors or consultants shall perform safety sensitive functions within eight (8) hours after using alcohol. No supervisor/manager having knowledge that an employee, contractor, subcontractor or consultant has used alcohol within eight (8) hours shall permit that individual to perform or continue to perform safety sensitive functions.

Testing

To ensure compliance with the Alcohol and Drug Policy a worker may be requested to undergo Alcohol and Drug testing for "pre-access", "reasonable grounds" "random" or "post incident."

"**Pre-access**" testing is a requirement of many of our clients/customers in safety sensitive situations.

"**Reasonable Grounds**" for believing that a worker may be in breach of the standards concerning detectable levels of alcohol or drugs can arise in a situation where the supervisor or leader observes, overhears or otherwise discovers something which would cause any reasonable person in that situation to believe the worker is in breach of the guidelines including (but not limited to), for example:

- a.) where the smell of alcohol or drugs is detected on a worker's breath.
- b.) slurred speech.
- c.) glassy and/or blood shot eyes
- d.) unsteadiness in walking, standing, etc.
- e.) repeated errors in job performance.
- f.) where the supervisor or leader overhears a conversation at work in which a worker admits to just having consumed or used alcohol or drugs.

If the Company representative or supervisor believes there is reasonable grounds for testing, they should engage a second representative of the company to confirm the assessment of the individuals' appearance, actions and conduct.

"**Random**" testing is a requirement of many of our clients/customers in safety sensitive situations.

"**Post Incident**" – all potentially dangerous incidents provide cause for testing. Post incident testing will occur:

- 1) After a fatality
- 2) Bodily injury with immediate medical treatment.
- 3) All hoisting equipment and mobile equipment incidents and near misses.
- 4) Other equipment, vehicle or material damage incidents resulting in serious injury or property damage and near misses.

NOTE: (Following an Incident as described above): No employee, contractor, subcontractor or consultant shall consume/use alcohol for eight (8) hours following the incident, or until the individual involved undergoes a post incident alcohol test, whichever occurs first.

If there is objective evidence to believe that the use of alcohol or drugs was not a factor in the occurrence (equipment malfunction, etc.), then the requirement for testing may be waived.

Once an employee has been asked to undergo an alcohol and drug test (*post incident or reasonable grounds*) by management, the worker will remain in management's care and custody until the test has taken place.

All alcohol and drug tests will be booked and coordinated with a third party administrator. Breath alcohol tests must be taken within 8 hours of the qualifying incident, but it is preferred within the first 2 hours. Drug tests must be administered within 32 hours of the incident, but it is preferred within the first 2 hours.

If the Company obtains the results of a breath, saliva, urine or blood test for alcohol, and/or a saliva/urine test for drugs, where the tests were conducted by law enforcement or others with authority to test, those results may be used to determine compliance with this Policy.

Refusal of Testing

The Company will "terminate for cause" the employment or contract of a worker who fails to comply with the drug and alcohol policy. No worker may refuse to submit to any of the tests outlined. A worker who refuses to submit to a required test, or which tampers with a test sample, or obstructs the testing process, will be considered to have had a positive test result.

Testing results will be kept confidential and provided only from the third party administrator to company management who will in turn provide results to the worker. Any worker who has an inconclusive test result is not permitted to drive home. The Company will make available and pay for public transportation for the worker to get home safely.

For negative test results, the worker is permitted to return to work (*pending any medical injury involved*).

Disciplinary Actions

1st Offence (Minimum)

Mandatory one month suspension without pay, **testing for return to work required.**

2nd Offence (Minimum)

Mandatory rehabilitation with retesting required prior to commencement of duties.

3rd Offence

Automatic termination with **no chance of rehire.**

NOTE: Depending on the circumstances & severity of the incident/offence, the company reserves the right to terminate an individual for a first offence to this policy.

Note:

Additional compliance and random drug testing may be implemented at company discretion

Searches

The Company reserves the right to conduct searches without prior notice to determine if employees, contractors or consultants are in violation of this policy. Searches may be made without the presence of the individual. All areas of the Company premises or property may be searched, including vehicles, work locations, stations, offices, desks, files, lockers

etc. Personal belongings belonging to employees, contractors or consultants may also be searched if on or within company premises. While the primary purpose of the search will be to determine if an employee, contractor or consultant is in violation of this policy, the Company may discipline employees, or prohibit contractors from providing services for the Company based on the results of the search, even if the contents found in the search are unrelated to this policy. Searches will be conducted in compliance with all applicable provincial and federal laws.

Jean-Marc FELIX
CEO/Founder

M 780.978.0589
E JmFelix@FelixOilfield.ca

**FELIX OILFIELD &
MINING SERVICES**

